

To Authorize Use of the Special Non-Reverting Improvement Fund
(Management Analyst Position)

WHEREAS, the Bloomington Common Council adopted Ordinance 79-74 "To Create a Special Non-Reverting Improvement Fund"; and

WHEREAS, Ordinance 79-74 provides that all monies received by the City pursuant to the Agreement in Lieu of Annexation shall be placed in the special non-reverting fund; and

WHEREAS, Ordinance 85-39 amended Ordinance 79-74 to provide that monies in said fund may be used for the provision of professional services, salaries, material and equipment necessary to prepare fiscal plans and other reports and studies necessary to allow annexation; and

WHEREAS, On February 8, 1985, the Common Council adopted Ordinance 85-5 which amended the 1985 Salary Ordinance to create the position of Management Analyst in the Controller's Department, and the duties of Management Analyst include, but are not limited to, the preparation of such fiscal plans and reports necessary to allow annexation; and

WHEREAS, During those times when the Management Analyst is not actively engaged in the preparation of such fiscal plans and/or reports, he/she should be authorized to perform other duties as set out in the job description:

NOW, THEREFORE, BE IT HEREBY ORDAINED BY THE COMMON COUNCIL OF THE CITY OF BLOOMINGTON, MONROE COUNTY, INDIANA, THAT:

SECTION I. Section I. of Ordinance 79-74, as amended by Ordinances 85-39 and 86-4, shall be further amended so that the following sentence beginning in line 10, shall be amended to add the following phrase:


Also, the monies in said fund may be used for professional services, salaries, material and equipment necessary to prepare fiscal plans and other reports and studies necessary to allow annexation of areas contiguous to the City of Bloomington, and to specifically fund the position of management analyst, whose duties may include, in addition to assisting in the development of written fiscal plan(s) for annexation of contiguous territory, those duties set out in Exhibit A attached hereto and made a part hereof.

SECTION II. This ordinance shall be in full force and effect from and after its passage by the Common Council of the City of Bloomington and approval by the Mayor.

PASSED and ADOPTED by the Common Council of the City of Bloomington, Monroe County, Indiana, upon this 2nd day of April, 1986.


JAMES C. REGESTER, President
Bloomington Common Council

ATTEST:


PATRICIA WILLIAMS, City Clerk

4/11 Signed copies
1. Controller
2. Personnel

PRESENTED by me to the Mayor of the City of Bloomington, Monroe
County, Indiana, upon this 3 day of April, 1986.

Patricia Williams
PATRICIA WILLIAMS, City Clerk

SIGNED and APPROVED by me upon this 4th day of April, 1986.

Tomilea Allison
TOMILEA ALLISON, Mayor
City of Bloomington

SYNOPSIS

This Ordinance further amends Ordinance 85-39 to provide that the position of Management Analyst may be funded from the Special Non-Reverting Improvement Fund which contains all monies received by the City pursuant to the Agreement in Lieu of Annexation. The general duties of the Management Analyst may include technical management and financial analyses of a varied nature in addition to preparation of fiscal plans as required for annexation of contiguous territory.

MANAGEMENT ANALYST

GENERAL STATEMENT OF DUTIES: Performs technical management and financial analyses of a varied nature: does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: The initial procedures to be followed in this class are well-defined and technical supervision is immediately available. However, a Management Analyst is expected to make independent decisions consistent with City policies and procedures. This is a task specific function in which increasingly more difficult and responsible assignments involving the use of judgment in analyzing data and making recommendations on specific projects as experience is gained on the job. Reports to Controller.

EXAMPLES OF WORK: (Illustrative only)

Performs analysis of current department operating costs to establish costs of services.

Gathers data regarding productivity, assesses resource requirements for performance of functions and completion of projects.

Researches alternative methodologies for completion of functions or projects including, for example, automation, rescheduling, changes in staffing, increase or decrease of overtime, equipment or contracting for services.

Conducts cost benefit assessments, feasibility studies, etc.

Based upon sound reviews and analysis provides management recommendations with thorough supportive justification.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Thorough knowledge of the principles and practices of management, accounting and budgeting as applied to municipal government; ability to prepare informative, detailed, and comprehensive reports; some knowledge of basic statistical principles; some knowledge of principles of government organization and administration; ability to establish and maintain effective working relationships with other City personnel; willingness to learn and perform a variety of assigned tasks; tact and courtesy; good judgement; thoroughness and dependability.

ACCEPTABLE EXPERIENCE AND TRAINING: Graduation from a college or university of recognized standing with courses in public finance, public administration, and business; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

CITY OF BLOOMINGTON

Interdepartmental Memo

TO: Councilmembers SUBJ: Management Analyst position
FROM: Betty Merriman *BMM* DATE: 14 March, 1986

The purpose of this memorandum is to discuss Ordinance 86-13 which would extend the authorization for funding the Management Analyst position from the Non-Reverting Improvement I fund. The position is included in the 1986 salary ordinance at a level of \$22,488.

The position was created a year ago by Ordinance 85-5; funding was authorized by Resolution 85-1. Language included in Ordinance 85-39, passed August 1, 1985, provides that "...monies in said fund may be used for professional services, salaries, material and equipment necessary to prepare fiscal plans and other reports and studies necessary to allow annexation..." It is this language which would be expanded upon by passage of ordinance 86-13, to specifically fund the Management Analyst position as provided in the attached job description.

The Management Analyst successfully coordinated the lengthy and detailed procedure for the annexation which was approved in December. It is the administration's intention to continue with annexation to the west. A master plan for phased annexation is in the development stage. Continuity in the Management Analyst's position will greatly enhance our ability to complete annexation procedures efficiently.

In addition to the annexation task, which while ongoing does not generate a constant full-time workload for the Management Analyst, there are numerous other issues which need analysis. This is particularly true now, when cuts at the Federal level have a direct impact on our resources as well as an indirect impact, i.e. County's loss of Federal funds results in less revenue to the City. We need accurate and timely information to facilitate decision-making regarding the development of a budget when costs are higher and dollars are fewer. A current example is the liability and property damage insurance issue. After extensive research and analysis, the Management Analyst will be able to recommend changes in our risk management program, meeting the objectives of reduction in premiums and fewer claims being filed.

The Management Analyst position has been and will continue to be a real asset. The Non-Reverting Improvement I fund currently has assets in excess of \$1.2 million. Annual payments from the industries total \$125,000; interest income earned in the fund in 1985 was in excess of \$82,500. While it would be preferable to absorb the position in the annual budget, funding cuts make that impossible.